

SAN RAMON VALLEY UNIFIED SCHOOL DISTRICT

Position Description

Title: Induction, Teacher on Special Assignment (TSA)

Reports to: Executive Director of Curriculum and Instruction

Dept: Educational Services

Classification: Certificated Bargaining Unit

FSLA: Exempt

Work Year: 191 Days

Board Approval: September 12, 2023

Salary Schedule: Health Educator/TVI/Induction TSA

SUMMARY DEFINITION:

Under the direction and supervision of the Executive Director of Curriculum and Instruction, the Induction Teacher on Special Assignment (TSA) is responsible for the development and implementation of the induction and new teacher support programs for all mentors, credential candidates, interns and new teachers in meeting program requirements leading to eventual completion of the Professional Clear Credential.

REPRESENTATIVE DUTIES:

Incumbents may perform any combination of essential functions shown below. The position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with the position, but is intended to accurately reflect the essential job functions.

E= Essential Functions

DUTIES AND RESPONSIBILITIES:

- Provide leadership in the development and implementation of the induction and new teacher support programs for all mentors, credential candidates, interns and new teachers in meeting program requirements leading to eventual completion of the Professional Clear Credential. **E**
- Remain current on State of California accreditation program requirements and communicate program requirements and approved curriculum to staff. **E**
- Facilitate the district's accreditation process. **E**
- Research, develop, and train staff on coaching and teaching best practices including, but not limited to the areas of equity, social emotional learning, MTSS/ Differentiation, deep learning, integration of technology and effective classroom environment. **E**
- Organize and facilitate cross-district collaborative experiences, meetings, panels and trainings, including work with site administrators, coordinators and TSAs. **E**
- Keep current with related research, resources, materials and workshop opportunities. **E**
- Attend regional collaborative meetings, state cluster meetings and trainings. **E**
- Facilitate observation days for mentors, new teachers and credential candidates. **E**
- Focus on supporting teachers and mentors to advance student learning through job-embedded coaching support with a focus on growing PK – 12 instructional practices linked to California Frameworks and California Standards for the Teaching Profession (CSTPs). **E**
- Observe participating teachers in classrooms and utilize formative assessment processes to enhance teaching and learning. **E**
- Maintain a coaching and curriculum reference library for staff use. **E**
- Create, maintain and review mentor and candidate portfolios per state-required criteria. **E**
- Design surveys and opportunities for participants to provide feedback, as well as coordinate gathering of data and data analysis for formal program improvement and review. **E**
- Keep abreast of state and federal developments in curriculum, instruction and new teacher support, and provide leadership in determining appropriateness for inclusion in district's new teacher support programs. **E**
- Maintain active participation with educational leaders in curriculum and instruction, as well as teacher credentialing at the local, state (CCTC), and national levels. **E**

- Communicate with other California programs in regards to participants who transfer to other districts. **E**
- Coordinate support efforts with district departments for the successful support of San Ramon Valley Unified School District Teacher Induction Program (SRVTIP). **E**
- Assist in development and execution of program budgets that pertain to SRVTIP, Peer Assistance and Review (PAR), and Certificated interns. **E**
- Develop and maintain an Induction (SRVTIP) website and a State Accreditation (SRVTIP) website. **E**
- Maintain electronic database of all program participants. **E**
- Create and electronically publish program guides, materials for staff, state partners, regional partners and the community. **E**

KNOWLEDGE OF:

- State Requirements for Induction and accreditation programs
- Using a variety of PK-12 instructional strategies and “best practices”
- Working with and understanding current state and common core standards
- Expertise using a variety of media technology

ABILITY TO:

- Establish trust and collaborate effectively with administrators, staff, students, parents and community members.
- Demonstrate excellent communication skills, both orally and in writing, for a variety of audiences (e.g., site and district administration, students, staff)
- Demonstrate initiative and function effectively as part of a team
- Facilitate district and site meetings
- Establish and maintain direct, ongoing communication with all stakeholder groups
- Participate actively in meetings, collaborations, and learning opportunities with district, regional and state staff

QUALIFICATIONS:

- Valid California Teaching and/or Services Credential
- Valid California Driver’s License

WORKING CONDITIONS:

ENVIRONMENT:

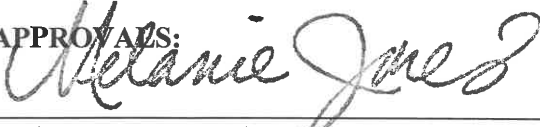
- Indoor work environment

PHYSICAL DEMANDS:

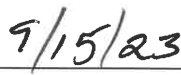
- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Bending at the waist, kneeling or crouching
- Reaching overhead, above the shoulders and horizontally
- Sitting or standing for extended periods of time
- Seeing to read a variety of materials
- Lifting and moving office supplies and boxes

OTHER QUALIFICATIONS:

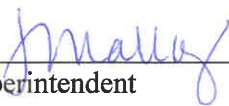
- Must successfully pass the District's pre-employment fingerprint, TB testing and mandated training(s).

APPROVALS:



Assistant Superintendent, Human Resources



Date



Superintendent



Date